

**IMMEDIATE OFFICE OF THE ASSISTANT ADMINISTRATOR
SCHEDULING/MEETING INFORMATION**

FORM: ☒ Meeting Request ☐ Meeting Materials

Date (m/dd/yyyy)

Principal:

☐ Assistant Administrator ☐ Deputy Assistant Administrator For Science ☐ Deputy Assistant Administrator For Management

MEETING TITLE: New IRIS Update project

LEAD OFFICE: NCEA

LEAD ORD STAFF FOR MEETING: Vince Cogliano

POINT OF CONTACT (Name & phone number): Vince Cogliano, 703-347-0220

ATTENDEES: Ken Olden, Mary Ross, Vince Cogliano, Gina Perovich, Lynn Flowers; Lek Kadeli/Bob Kavlock/Tom Burke (as you see fit), Kacee Deener, Maureen Gwinn, Elizabeth Corona

PURPOSE OF MEETING (what action you are requesting of the AA /DAAS/DAAM)

☐ Information ☐ Discussion ☒ Decision ☐ Other, please explain

Fine-tune, approve, and agree to prepare an announcement for public release.

PROPOSED DATE OF MEETING: Feb 17-22

DURATION OF MEETING: ☐ 15 Min. ☐ 30 Min. ☐ 45 Min. ☒ 1 Hr. ☐ More (explain)

Deliberative Process / Ex. 5

Management Concurrence:

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